RFQ No.	HRD Div-2025-002
Date	13 January 2025

REQUEST FOR QUOTATION
Alternative-Small Value [Sec 53.9]

The Philippine Economic Zone Authority (PEZA) intends to undertake **Negotiated Procurement: Small Value Procurement** in accordance with Sec. 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project:	Procurement of Meals and Snacks for the Cascading on the Importance of Effective Business Communication and Telephony Skills in PEZA 's Red Carpet Customer Service Batch 5.
Description/Specifications:	Buffet Meals w/ PM snacks for 110 pax with free-flowing coffee Delivery dates: TBI
Approved Budget for the Contract (ABC):	PhP 82,500.00
Deadline of Submission of Bids	17 January 2025, 8:00 AM

Interested bidders may submit their duly accomplished and filled-up Annexes "A" & "B" on or before the deadline of submission of bids to **Human Resource Development Division (HRDD), 9th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City**.

Bids must be submitted manually or thru email together with the following documentary requirements:

✔	Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
✔	Omnibus Sworn Statement (Notarized) for ABCs above 50K (for SVP only) *Note: For sole proprietorship, please attach notarized Special Power of Attorney (SPA) for authorized representative; For partnership, corporation, cooperative, or joint venture, please attach notarized Secretary's Certificate, Board/Partnership Resolution, or SPA, whichever is applicable.*
✔	PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A), technical specifications (Annex B) and terms and conditions (Annex C).

For any clarification, you may contact **HRD Division at telephone nos. (02) 8551 3451 local/s 272 or email trainingdivision@peza.gov.ph**

JO-SHANCY S. BERMUDEZ
Division Chief III, Human Resource Development Division

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Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

JO-SHANCY S. BERMUDEZ
Division Chief III
Human Resource Development Division
Philippine Economic Zone Authority
9th Floor Double Dragon Center, West Building,
DD Meridian Park Macapagal AvenuePasay City.

Dear Sir/Madam:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s (inclusive of VAT) for the following items:

Item No.	Description	*(A) Quantity*	*(B)* Unit Price	*(A x B)* Total Bid Price (PhP)
1	Buffet Breakfast and Lunch w/ PM snacks and free-flowing coffee:	110 Pax		

BUSINESS NAME :_____

ADDRESS :_____

PHILGEPS REG. NO. :_____

TIN :_____

AUTHORIZED SIGNATORY:_____

(Signature over Printed Name)

DATE :_____

CONTACT NOS. :_____

EMAIL ADDRESS :_____

INSTRUCTIONS:

(1) Accomplish this Form correctly and accurately.
(2) Do not alter the contents of this form in any way.
(3) Failure to comply with any of the mandatory requirements will disqualify your quotation.
(4) Failure to follow these instructions will disqualify your entire quotation.
(5) Bids exceeding the ABC shall be automatically disqualified.

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Annex "B"

Technical Specifications

Quantity	Description	Statement of Compliance (State whether "COMPLY" or "NOT COMPLY")
110 pax (55 pax per batch)	I. **Title of Activity:** Buffet meals and snacks for the Cascading on the Importance of Effective Business Communication and Telephony Skills in PEZA 's Red Carpet Customer Service Batch 5 II. **Dates:** TBI III. **Venue:** 10th floor PEZA Auditorium, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City. **IV. Menu:** *BREAKFAST: Any Silog (no pork)* *LUNCH: (You may send us your menu for our choosing)* 1. Steamed rice 2. Vegetables 3. 2 viands (either fish, chicken, or beef, NO PORK) 4. Dessert: Sliced fruits 5. Hot Soup 6. Drinks PM SNACKS: Pansit/Pasta/Sandwiches w/ drinks V. **Set up:** Controlled and managed Buffet **VI. Instructions/inclusions:** 1. Food and consumables must be ensured of quality and freshness. 2. Inclusion of flowing brewed coffee, with creamer and sugar. 3. Provision of coffee percolator. 4. Provision of tables and table cloth for corporate events (to be coordinated with HRD Division) 5. Provision of stirrer, and table napkins. 6. Provision of uniformed waiters 7. Provide clean and hygienic plates, cutleries, coffee cups. Provide option for take-out boxes with disposable wooden utensils/cutleries. **VII. Payment Terms:** Payment will be made only after full delivery of the goods/service and submission of required documents.	

Authorized Signatory: _____

(Signature over Printed Name)

Date : _____

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Annex "C"

Terms and Conditions

TERMS AND CONDITIONS

- Bidder shall type or write in "Ink" the following on the Price Quotation Form:
  - Name of Store
  - Address
  - PhilGEPS Registration No. / Organization No.
  - TIN
  - Authorized Signatory
  - Date
  - Contact Nos.
  - Email Address

- Submit the filled-up (Annexes A and B) Forms manually or thru email at the following address;
  - **Manually** : HRD Division, 9th floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City.
  - **Email:** trainingdivision@peza.gov.ph

- Delivery **Date/Period**: TBI
- Provider must be within 10-kilometer radius from the venue.

- **Terms of Payment**: Through Cheque / 30 working days upon receipt of complete required documents, Original Sales Invoice / Billing Statement.

- Winning Bidder must deliver the items/services to the following address:
  10th floor PEZA Auditorium, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City.

- In case the deadline for the submission of bids/quotations is declared as a non-working holiday, it shall automatically be moved to the next working day.